

Minutes from September 19, 2000

Members Present

Kati Buehler
Lynn Sandlin
John Stutz
Regina Sarracino
David Supkoff
Jennifer Ryder-Fox - new
Chris Benter - new
Gail Ziese
Bill Chase - new

Non-Members Attending

Barry Cortez
Ann Prichard

Not Present

Bill McCormick

Reviewed Short and Long Term Goals of Group – After discussion it was decided that Regina and John would forward a suggested division and prioritization of goals.

Short Term and Long Term Goals of Business Process Group

Short Term

1. Transparency of Prioritization (quarterly, annual)
 - web based information updated quarterly if necessary
2. Survey of Industry and DPR staff for suggestions regarding improvements or possible solutions to log jams.
3. Develop checklist for submission by applicant
 - to help determine “completeness” of submission
4. Internal Availability of Evaluation Report
 - electronically, via the intranet

Long Term

1. Access to Registration Tracking System information
2. Electronic Submission of Data, Application, and Label
 - develop standards for formatting, security, processing

3. Simultaneous Routing of all Registration Submissions
 - requires complete analysis and rewrite of existing tracking system

Prioritization of Registration Submissions – Barry Cortez

Barry confirmed that submissions are processed in order of receipt date, exceptions to be determined only by the branch chief. Short term goal is to provide information on the web site, updated quarterly.

Access to Tracking System - Options

Four options were presented to the Director in August.

1. General Internet Access
2. Secure Internet Access
3. Transaction Information Via Email
4. Combination of Options 1 & 3

After discussion of the pros and cons of each options the group recommends implementation of the third option; emailing of transactions directly to applicant. This recommendation will be forwarded to the director before the next group meeting.